PONY

ICT

Final Revision

Part 2

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Summary of Unit 4 My Digital Project

Lesson 1

» **The Problem:** Sometimes we delete important files by mistake.

» **Solution:**

1. Restoring a Deleted File from the Recycle Bin:

   This is the first and easiest step.

   - When you delete a file, it usually goes to the Recycle Bin first.
   - You can open it and click "Restore" to get your file back.

2. Advanced File Recovery (Using Special Software):

   - If the Recycle Bin is empty, you can use special programs like Recuva to recover lost files.
   - Use Deep Scan in recovery programs to find old deleted files. It takes more time.
   - Stop using the disk drive immediately to avoid overwriting the deleted file.
   - Save the recovered files in a new place.

Lesson 2

» **Data Collection Methods:**

1. Asking questions
2. Direct observations
3. Books
4. Websites

» **Organizing Data:**

o Tables: Data are placed in rows and columns.

o Graphs: They show results in a visual and easy-to-read way.

» Microsoft Excel helps us organize data quickly.

» With Excel, you can:

1. Enter numbers.
2. Create tables.
3. Create charts/graphs.

» To show data in an attractive way:

1 Use colors 2 Add titles 3 Add labels.

» Verifying Data: Make sure it is correct, accurate, and updated.

» Using incorrect data or unreliable sources leads to wrong results.

Lesson 3

» A presentation should be:

1 Clear 2 Interesting 3 Easy to understand.

o Using multimedia, such as pictures, colors, sounds, and videos, can make your presentation:

» Tools for Creating Presentations:

1 PowerPoint: To create slides with text, images, shapes, and animations. You can also use WordArt to add visually appealing text.

2 Movie Maker: To create short videos to support your presentation.

» Rules for an Effective Presentation:

1 Keep the slides short and clear.

2 Focus on one main idea per slide.

3 Use matching colors and clear fonts to make the slides easy to read.

4 Arrange the slides in a logical order: Introduction → Content → Conclusion

5 Sounds and videos should be chosen carefully so they do not distract the audience.

- Appropriate sounds or calm music can make your presentation effective and enjoyable.

Lesson 4

» **A presentation:** It is an easy and attractive way to explain an idea or a topic to others using a computer.

» Microsoft PowerPoint is used to create presentations.

» **With PowerPoint, you can:**

1. Create slides.
2. Add pictures, drawings, and sounds.

Design Tips for an Effective Presentation

1. Choose matching colors that are comfortable for the eyes.
2. Use a clear and large font so everyone can read it easily.
3. Do not use too much text on one slide, keep the slides short and clear.
4. Use pictures and multimedia to support your ideas.

   A picture or video can explain your idea faster than text.

Presentation Structure

- **Introduction:** Tell the audience what your topic is about.
- **Main Content:** Share the important information or steps.
- **Conclusion:** Summarize the topic and give final results or recommendations.

» **Presentation Skills (Before standing in front of your class):**

- **Practice:** Speak in front of a mirror or your friends to build confidence.
- **Review:** Check your slides for mistakes or technical problems.

Lesson 5

» **A web page:** It is what you see when you visit a website. It contains texts, images, and links.

- Links help a visitor move to another page easily.

» HTML: It is the basic language used to create websites.

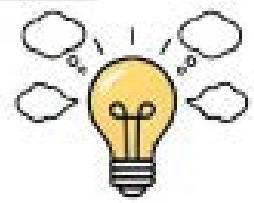
- With HTML, you can:

1. Write headings and text.
2. Add images.
3. Add links.

- Keep the web page simple and easy to use.
- Create a clear heading at the top that shows what the page is about.
- Use images that support your idea.
- Use matching colors.
- Check that all links work properly. Broken links can make visitors leave.
- Finally, review the web page as if you were a visitor.

Lesson 6

- To create a digital project, start with a clear idea.



- After choosing the idea, we make a simple action plan.
- We also need to collect digital resources, such as:

1. Devices: A computer or tablet
2. Software: Word or PowerPoint
3. Images or audio if needed
4. An Internet connection

- We also should analyze project needs to avoid surprises or problems later:

1. The type of information we will use (text, images, or numbers).
2. The tools that help us organize and present the information.

- It is important to assign roles to each team member.
- Teamwork means everyone works together and supports each other.
- It is necessary to plan the time for each task to finish on time.

Model Exams- Part 2

Model Exam 1

1 Choose the correct answer:

1. The characteristics of a successful team include .....
   a. selfishness and chaos
   b. collaboration and organization
   c. ignoring tasks
   d. lack of planning

2. Links on your web page must be.....
   a. correct and working
   b. random and too many
   c. repetitive
   d. unimportant

3. Using multimedia in a presentation helps in .....
   a. clarifying the idea
   b. confusing the students
   c. deleting texts
   d. reducing the attention

4. A good presentation makes the idea .....
   a. vague
   b. difficult
   c. easy to understand
   d. boring

5. The tools used for presenting data include .....
   a. tables
   b. graphs
   c. pens only
   d. both a and b

6. The function of the Deep Scan option in recovery programs is to .....
   a. delete files forever
   b. find old deleted files
   c. make the search faster
   d. reduce the file size

7. A link that does not work correctly is called a/an .....
   a. effective link
   b. broken link
   c. clear title
   d. HTML

2 Put (✓) or (✗):

1. Tools should be identified before starting the project. ( )
2. Using nice colors makes a website more attractive. ( )
3. Images help clarify ideas. ( )
4. Excel is one of the most popular presentation programs. ( )
5. Organization helps in understanding the data. ( )
6. Recuva is one of the free programs for recovering deleted files. ( )
7. Good communication helps build good relationships with our colleagues. ( )
8. The information found in books and on websites cannot be used as a source for data. ( )

Model Exam 2

1 Choose the correct answer:

1. After collecting information, the next step is .....
   a. project implementation b. deleting data
   c. finishing work immediately d. starting the idea again
2. Using matching colors makes the page .....
   a. hard to read b. unorganized
   c. slow d. attractive
3. A presentation should be reviewed .....
   a. while speaking b. only after the presentation
   c. before showing it to others d. after speaking
4. Using videos in a presentation helps to .....
   a. attract attention b. distract the students
   c. cancel the main idea d. only make the time longer

5 Which program is used to organize data and numbers?

a. Word
b. Paint
c. Excel
d. PowerPoint only

6 When installing a recovery program, it is preferable to install it on .....

a. the same disk where the file waslost
b. a different or external disk
c. the mobile phone
d. the Recycle Bin

7 ..... is a tool that makes text and titles more interesting.

a. Movie Maker
b. WordArt
c. Excel
d. Windows

2 Put (✓) or (✗):

1 There is no need to assign tasks to each team member. ( )
2 A good web page is difficult to use. ( )
3 There is no need to practice before the presentation. ( )
4 Long slides are better in a presentation. ( )
5 We use colors and headings to display the data to be attractive and easy to understand. ( )
6 Files can be recovered from the Recycle Bin if they have not been permanently deleted. ( )
7 Restoring files from the Recycle Bin requires software like Recuva to recover deleted files. ( )

Model Exam 3

1 Choose the correct answer:

1 A good project plan explains .....
- a. tasks and time
- b. the number of pages only
- c. the type of paper
- d. nothing specific

2 A web page should be .....
- a. full of advertisements
- b. easy to use
- c. crowded with text
- d. unclear

3 The best way to start a presentation is with .....
- a. a simple introduction
- b. jumping to the conclusion
- c. ignoring the title
- d. showing images only

4 The presentation slides should be .....
- a. full of text
- b. short and clear
- c. full of numbers
- d. unorganized

5 It is important to make sure that data is .....
- a. old
- b. from an unknown source
- c. incomplete
- d. correct and accurate

6 If a file is permanently deleted using (Shift + Delete), the best solution is to .....
- a. search the Recycle Bin
- b. use data recovery programs
- c. rename the file
- d. copy other files in its place

7 ..... is a program used to create short videos.
- a. Excel
- b. PowerPoint
- c. Movie Maker
- d. WordArt

2 Put (✓) or (✗):

1. It is important to prepare a project plan. ( )
2. A web page contains only text. ( )
3. The font on the presentation slides should be clear and easy to read. ( )
4. Images and videos can be used to attract attention. ( )
5. Data can be collected from more than one source. ( )
6. It is recommended to install the recovery software on the same disk from which the files were deleted. ( )
7. The conclusion or recommendations should come at the beginning of the slides. ( )
8. You should practice speaking confidently before giving your presentation. ( )

Model Exam 4

1 Choose the correct answer:

1. One of the tools we may need to prepare a digital project is .....
   a. an Arabic book
   b. a school bag
   c. a computer and the Internet
   d. a football
2. ..... is a programming language used to create websites.
   a. Excel
   b. Word
   c. HTML
   d. PowerPoint
3. An effective presentation depends on .....
   a. speaking very fast
   b. randomness
   c. good organization and self-confidence
   d. deleting images

4 To make a presentation attractive, we use .....

a. lots of text
b. long slides
c. small fonts
d. images and colors

5 A good presentation should makes the information.....

a. clear and easy to understand
b. boring.
c. mysterious.
d. untidy.

6 When installing the recovery program, it is recommended to install it on .....

a. The same disk from which the files were lost
b. Different or external disk.
c. Mobile phone.
d. The trash can.

7 To return a deleted file from the Recycle Bin, click .....

a. Empty
b. Delete
c. Cut
d. Restore

2 Put (✓) or (✗):

1 A project can be done without identifying an idea. ( )
2 HTML is a programming language used to create websites. ( )
3 presentation is only for playing and fun. ( )
4 A good presentation does not need organization. ( )
5 Excel cannot be used to display the data. ( )
6 To restore the file from the Recycle Bin, right-click on the file and select restore. ( )
7 Multimedia in your PowerPoint makes a project more memorable. ( )
8 Successful teamwork means one person does all the work. ( )

Model Exam 5

1 Choose the correct answer:

1 The first step in a project is .....
- a. identifying the idea
- b. printing the report
- c. executing the results
- d. saving the files only

2 A web page consists of .....
- a. text
- b. images
- c. links
- d. all of them

3 ..... is a program used to create presentations.
- a. Excel
- b. Paint
- c. PowerPoint
- d. Internet

4 One of the best tools to present ideas in an interesting way is .....
- a. PowerPoint
- b. Paint only
- c. the browser
- d. the email

5 The data is.....
- a. primary information.
- b.Final results.
- c-. Random numbers.
- d. Pictures only.

6 The first step to recover a deleted file from your computer is.....
- a. Install file recovery software.
- b. search the Internet.
- c. Open the recycle bin and restore the file.
- d. Restart the computer.

7 An effective presentation should focus on..... main idea(s) per slide.
- a. one
- b. three
- c. four
- d. many

2 Put (✓) or (✗):

1. Links should be verified before publishing the page. ( )
2. It is important to review the presentation before presenting it. ( )
3. Using colors helps people understand ideas better. ( )
4. If the data is incorrect, the results are correct. ( )
5. The data must be verified before being displayed. ( )
6. Deep scan option helps find deleted file a long time ago. ( )
7. All information should be written on one slide. ( )
8. Assigning roles in a team improves the project quality. ( )

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Answers

MODEL (1)

1 1 b 2 a 3 a 4 c
5 d 6 b 7 b

2 1 ✓ 2 ✓ 3 ✓ 4 ✗
5 ✓ 6 ✓ 7 ✓ 8 ✗

MODEL (2)

1 1 a 2 d 3 c 4 a
5 c 6 b 7 b

2 1 ✗ 2 ✗ 3 ✗ 4 ✗
5 ✓ 6 ✓ 7 ✗

MODEL (3)

1 1 a 2 b 3 a 4 b
5 d 6 b 7 c

2 1 ✓ 2 ✗ 3 ✓ 4 ✓
5 ✓ 6 ✗ 7 ✗ 8 ✓

MODEL (4)

1 1 c 2 c 3 c 4 d
5 a 6 b 7 d

2 1 ✗ 2 ✓ 3 ✗ 4 ✗
5 ✗ 6 ✓ 7 ✓ 8 ✗

MODEL (5)

1 1 a 2 d 3 c 4 a
5 a 6 c 7 a

2 1 ✓ 2 ✓ 3 ✓ 4 ✗
5 ✓ 6 ✓ 7 ✗ 8 ✓